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SR-93-94-21 (AHCC)

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**AD HOC CALENDAR COMMITTEE
RECOMMENDATION**

SR-93-94-21 (AHCC)

We recommend that the deadline for submitting the final set of grades be set at 12:00 noon for fall semester, 1993, and remain at 4:00 p.m. for Spring semester, 1994 and subsequent semesters. We also recommend that faculty, who for legitimate reasons cannot meet the 12:00 noon deadline, receive prior approval for any delay from their chairs, who will in turn notify the registrar. We also recommend that chairs encourage their faculty to submit the grades for each course within 48 hours of the final examination.

BACKGROUND AND RATIONALE:

We are submitting this recommendation in response to a memo of September 22, 1993 from the registrar to Dr. Alan Gould. Until Fall, 1990 the deadline for submission of final grades was 9:00 a.m., but Senate recommendation SR-90-91-(6) 159 changed the deadline to 4:00 p.m. In his memo the registrar outlines the need for processing grades more quickly. He asks that the deadline for submitting grades be changed from 4:00 p.m. to 9:00 a.m. for all semesters, yet the "time crunch" in fact occurs only at the end of fall semester when the university breaks for Christmas at the end of business on December 22. Additionally, a 9:00 a.m. deadline presents more than an "inconvenience" for faculty who might be concerned with grading finals and assigning final grades in a careful manner. If, as the registrar states in his memo, fifty per cent of faculty submit their final grades on the last day, it will be physically impossible to collect these grades between 8:00 a.m. and 9:00 a.m. The early deadline will also present difficulties for faculty who commute. On the other hand the 12:00 noon deadline will still allow the registrar's office to retrieve missing grades. This process will be facilitated if the registrar's office knows in advance which faculty might be submitting their grades after the deadline. It is the feeling of this committee that the best way to process grades in a more timely fashion rests not with an earlier deadline for the submission of grades but with the method of processing grades. Therefore, we suggest that the registrar investigate methods used in such universities as Ohio State, which processes a larger amount of data in a shorter period of time.

FACULTY SENATE PRESIDENT:

DISAPPROVED
BY SENATE: Bertram W Gross DATE: 11/29/93

UNIVERSITY PRESIDENT:

READ: [Signature] DATE: 12/02/93

SR-93-94-21 (AHCC)

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